



NASA Financial Management Manual

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FMM 9260 REVENUE ACCOUNTING

9261-1 PURPOSE

This section provides the accounting procedures concerning the billing, collecting and depositing of monies owed to NASA or the U.S. Treasury. The write-off of uncollectible accounts receivable and advances is also explained. Cash management policies as prescribed in FMM 9050 will be followed when applying the procedures in this section. The operating procedures for billing, collecting and depositing are contained in FMM 9680.

9261-2 SCOPE

The provisions of this chapter apply to all revenue accounting transactions affecting either NASA appropriations and funds or the accounts of the U.S. Treasury.

9261-3 INTERNAL CONTROLS

Controls over revenue will be maintained by assigning the duties of the employees so that no one employee is responsible for more than one element of a transaction.

Examples are:

- a. The accounts receivable technician will not render services or furnish materials for which receivables are generated.
- b. The billing technician will not process collections or deposit funds.
- c. The collection agent will not update accounts receivable records.
- d. The collection agent or accounts receivable technician will not write off accounts receivable as uncollectible.

If due to the limited workforce available, the above controls cannot be instituted, a deviation must be requested in writing from the Director, Financial Management Division, NASA Headquarters.

9261-4 TYPES OF REVENUE

- a. **REIMBURSEMENTS TO APPROPRIATIONS.** Consists of amounts collected for materials or services furnished to another Federal Government agency, foreign governments, firms or individuals outside the government, and which by law may be credited directly to NASA appropriations.



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- b. **REFUNDS TO APPROPRIATIONS.** Consists of amounts collected for items such as payments made in error, overpayments, adjustments of previous amounts disbursed from appropriations, refunds of authorized advances, refunds for unused transportation tickets, items rejected and returned, allowances for items retained although not entirely satisfactory, and corrections or adjustments to an appropriation previously charged when later adjustment to another appropriation is contemplated and authorized by law. For accounting purposes, appropriation refunds are handled as reductions in disbursements and require adjustments in the budgetary and related accounts. Generally, the refund document contains the accounting classification appearing on the respective payment voucher to which the refund pertains.
- c. **DEPOSITS AND RECEIPTS.** Consists of amounts of voucher deductions and other collections for deposit with the Treasurer of the United States such as withholdings from employees' salaries for taxes, bond purchases, etc.
- d. **TRUST FUND RECEIPTS.** Consists of amounts held in trust for use in carrying out specific activities in accordance with a Trust Fund agreement.
- e. **GENERAL FUND RECEIPTS.** Consists of amounts of miscellaneous receipts which are to be deposited in the General Fund of the Treasury. Included are collections for user charges (FMM 9080) from persons outside the Federal Government for NASA special services rendered, or NASA property leased or sold to such persons.

9261-5 *RECORDING REVENUE ACCOUNTING TRANSACTIONS*

The documentation utilized in billing, collecting and depositing described in FMM 9680 should be forwarded to the accounting section of financial management offices for recording in the applicable general ledger accounts. A monthly verification should be performed to ensure that the amounts on the registers maintained in accordance with FMM 9680 equal the amounts entered into the general ledger for the applicable transactions.

The general ledger effects can be entered into automated systems either on a transaction basis or summarized on a journal voucher. If the latter method is used, an audit trail must be maintained to the basic documents which support the journal voucher.

All bills issued will be recorded as accounts receivable in the general ledger accounts. When an asset is already recorded, the bills would not be recorded as an accounts receivable, (i.e., bills relating to advances or returnable containers).

All collections of revenue will be recorded based on the date presented to the bank listed on the Certificates of Deposit, i.e., the date used on the SF 215, box 2 (see FMM 9681-6c(2)) and the monthly cutoff date for accounting purposes should be the same.



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9261-6 SELECTION OF PROPER FUND ACCOUNTS AND GENERAL LEDGER ACCOUNTS

- a. **GENERAL.** Revenue transactions effect a broad spectrum of fund and general ledger accounts. Each transaction must be carefully analyzed to ensure the proper accounts are utilized.
- b. **FUND ACCOUNTS.** FMM 9652 lists all of the fund accounts available to NASA.
- c. **GENERAL LEDGER ACCOUNTS:**
 - (1) FMM 9220 provides the general proforma entries for revenue transactions.
 - (2) FMM 9090 provides the proforma entries for reimbursable transactions.

9261-7 ACCOUNTING FOR LATE PAYMENTS REFERRED TO COLLECTION AGENTS

NASA debts, in accordance with the policy contained in FMM 9050, may be referred to collection agencies when payments are late.

Debtors are directed by the collection agency to mail the payments to a Lockbox Depository. The Lockbox Depository then wire transfers the receipts to Treasury. Each day that funds are received, the Treasury sends a SF 215C, Deposit Ticket, indicating the amount received, to the appropriate ALC (Agency Location Code).

Since the detailed information concerning the collection is not available at the time of the deposit, NASA Installations shall credit the receipts to the Budget Clearing Account (Suspense), 80F3875. Upon receipt of the monthly status report from the collection agency, the Installations shall use the detailed information provided to determine the proper amounts to be credited to its accounts and the portion relating to the collection fee. Collections shall be accounted for as follows:

- (1) Interest shall be credited to 801435, General Fund Proprietary Interest, Not Otherwise Classified.
- (2) Penalty charges shall be credited to 801099, Fines, Penalties and Forfeitures, Not Otherwise Classified.
- (3) Collection agency fees shall be credited as offsetting collections to a program account available for current obligation and expenditure. The program account is to obligate and expend such funds to the collection agency to cover the fees. The resulting expenditure shall not be recorded as a net outlay.



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- (4) Administrative charges shall be credited as offsetting collections to a program account available for current obligation and expenditure. Administrative charges only may be used to pay the collection agency's \$40 fee for preparation of the CCLR as discussed in FMM 9050-5i. Any excess amounts of administrative charges over that required for CCLR fees shall be deposited monthly to account 801099, Fines, Penalties, and Forfeitures, Not Otherwise Classified.
- (5) The remainder (principal) shall be accounted for in the same manner as if the Installation collected the funds without utilizing a collection agency.

9261-8 RECONCILIATION OF THE MONTHLY DEPOSIT SUPPORT LIST

- a. **GENERAL.** A monthly reconciliation should be made comparing the transactions recorded in the accounting system based on SF 215's and SF 5515's received from the depository with the Monthly Deposit Ticket/Debit Voucher Support List provided by the Department of the Treasury.
- b. **DEPOSITS.** Deposit-related errors will be resolved directly with the initial depository rather than with the Treasury. If the problems cannot be resolved with the initial depository, the Receipts Branch, Cash Management Operations Staff, at the Department of the Treasury should be contacted. If problems are revealed, the following procedures should be utilized:
 - (1) Locate the deposit in question on the Monthly Deposit Support List, which accompanies the Statement of Differences (TFS 6652). An example of the revised Monthly Deposit Support List is shown in FMM Appendix 9261-8A.
 - (2) The concentrator bank is reflected under the BNK column.
 - (a) The bank code for depositories reporting through the Data Service Facility (DSF) will indicate a concentrator bank zone rather than the Federal Reserve Bank district.
 - (b) If the bank code is 901 through 905, the deposit was reported through the DSF and a concentrator bank. The bank code for each concentration zone is as follows:

Concentration Zone	Bank Code BNK	Concentrator Bank
1	901	Mellon Bank
2	902	Federal Reserve Bank of Atlanta
3	903	First National Bank of Chicago
4	904	Citizens and Southern National Bank
5	905	Bank of America



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- (3) After identifying the concentrator bank, refer to the unique 5-digit code under the MICRO/TRACE column to identify the initial depository. As banks convert to the new system, the bank identification numbers will be provided to the Installation by the Department of the Treasury. Until all Treasury General Account (TGA) depositories have fully implemented the new Treasury General Account Cash Concentration System (TGACCS), the MICRO/TRACE column will contain either microfilm numbers, as in the past, or the new 5-digit bank identification numbers.
- (4) Verbally contact the initial depository to resolve deposit differences. If the difference cannot be resolved verbally, request that a copy of the confirmed SF 215 or SF 5515 be provided.
- (5) If the transaction was processed incorrectly because of an installation error, the entry should be adjusted on the current month's SF 224.
- (6) If the transaction was reported incorrectly by the initial depository, advise the initial depository to report the appropriate adjustment (SF 215 or 5515) to the DSF.

c. **UNCOLLECTED CHECKS**

In accordance with 1 TFM 5-5000, when the bank or depository is unable to effect collection of a check, one of the following procedures will be utilized:

- (1) If an agreement has not been established between the Installation and the bank concerning the handling of transactions of this nature, the bank should immediately process an SF 5515, Debit Voucher (see FMM Appendix 9261-4B) and charge the amount of the unpaid or uncollectible check against the ALC code listed on the SF 215, Deposit Ticket. Upon receipt of the unpaid or uncollectible check and the SF 5515, the Installation will reverse the accounting entries previously made and request the drawer to stop payment on the check. Other arrangements should then be made for the payment of the amount owed, i.e., money orders, etc.
- (2) If an agreement has been established between the NASA Installation and the bank that the Treasury General Account will not be charged, an SF 5515 will not be prepared and the unpaid or uncollectible check will be reprocessed or returned to the Installation. When a replacement check, money order or other acceptable form of payment is not received by the bank in an agreed period of time, an SF 5515 will be prepared by the bank and submitted to the applicable NASA Installation along with the uncollected check. The Installation will make the necessary adjustment to the appropriate accounts (11XX and 10XX). The collection agent for the Installation will continue efforts to collect the amount owed.



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9261-9 WRITE-OFF OF UNCOLLECTIBLES

- a. **WRITE-OFF OF UNCOLLECTIBLE RECEIVABLES AND CLOSEOUT PROCEDURES.** Accounts will be written off by crediting the appropriate general ledger accounts receivable account (11X0) and charging account 6310, Uncollectible Receivables. At the end of each fiscal year, the balance in account 6310 will be closed to account 3740, Cumulative Results of Operations, accounts shall be closed, and the debtor's account ledgers removed from active files.
- b. **WRITE-OFF OF UNCOLLECTIBLE ADVANCES.** When outstanding advances are determined to be uncollectible, account 14X0, Advances will be credited, with an equal amount charged against account 6310, Uncollectible Receivables. Also, in the general ledger appropriation accounts, the same amount will be treated as a disbursement, by charging account 3230-3240-3250 as applicable and crediting account 3260.

9261-10 IMPLEMENTATION

Instructions should be issued by each NASA Installation describing the procedures to be followed when amounts are due the Government.



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9261-8A MONTHLY DEPOSIT TICKET/DEBIT VOUCHER SUPPORT LIST

CL DATE SEQ NO	MICRO/ TRACE	BNK	CL	ARE A	SYMBOL	DT/ DV NO	DATE	AMOUNT
12787	04001	904	9	19	80000001	282250	1-07-9	14.68
13787	04001	904	9	19	80000001	326095	1-29-9	16.00
11487	06388	005	9	19	80000001	208775	1-01-9	19.28
11987	04003	904	9	19	80000001	282761	1-07-9	1926.30
12287	03002	903	9	19	80000001	326097	1-12-9	5261.11
11887	02000	902	9	19	80000001	234876	1-15-9	<u>25632.46</u>
							TOTAL:	<u>32869.83</u>



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